

SENIOR SPORTS AND FITNESS SUPERVISOR

GRADE: 20

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Senior Sports and Fitness Supervisor performs difficult professional and responsible administrative work in planning, developing and implementing a comprehensive exercise, fitness and sports program for senior citizen residents of the City of Rockville. The work requires a proactive approach involving contacts with City personnel and individuals outside the agency, explaining matters related to fitness for senior citizens in order to carry out specialized programs. The incumbent must work as a team member, with other Senior Citizen division staff and staff from other department divisions to ensure smooth coordination of services. The work requires moderate to considerable physical demands under good working conditions. The employee is responsible for carrying out all City policies and procedures pertaining to the administrative and technical aspects of the recreation and fitness programs and for maintaining careful and accurate control of budgeted expenditures and revenues with work subject to general supervisory review. The position is contributory to senior citizen program development and service delivery. The employee supervises part-time and temporary employees.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, develops, coordinates and implements a comprehensive sports, fitness

and exercise program for senior citizens, including educational offerings and fitness trips, utilizing facilities at the Rockville Senior Center and other City facilities.

- Works with civic groups, senior citizen boards and clubs, Senior Center members, and community organizations in determining sports and exercise needs/desires, employing formal and informal surveys, meetings, and personal contact, and implements programs which satisfy those needs in an efficient manner.
- Coordinates the gathering and analysis of information related to recreational and sports and exercise needs/desire of senior citizens and relates this data to budget preparation and evaluation.
- Oversees sports, recreation, and fitness/exercise activities; the fitness room; and the game room.
- Submits pay vouchers, expenditures, and revenue information to the accountant in a timely manner. Operates revenue and non-revenue supported programs within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Manages the Senior Citizens Fitness Cost Center.
- Prepares budget estimates for operation of the programs.
- Decides on and/or recommends appropriate budget expenditures for equipment purchase and/or repair, personnel needs, and other administrative costs.
- Coordinates/consults with the Superintendent of Recreation, the Senior Recreation Coordinator, Senior Social Services Coordinator, and the Wellness Coordinator to ensure compatibility of the respective programs;
- Keeps records related to program registration and participation.
- Ensures all subordinates have proper certification to maximize participant safety and minimize the City's potential liability.
- Inspects all program operations to ensure proper supervision of staff and participants.
- Inspects all program facilities and reports any problems promptly.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Recruits, selects, trains and evaluates part-time staff and volunteers.
- Gathers information pertaining to new developments in the field of recreation and senior citizen sports, fitness and exercise, maintaining current knowledge of techniques and applications of exercise physiology theory, and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Graduation from an accredited college or university with major course work in physical education, health and fitness or an appropriate, related field, plus three years of

progressively responsible experience in geriatric recreation.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to senior citizens.
- Considerable knowledge of the organization, development and operation of a diversified recreation program. Ability to administer such a program within general policy guidelines and budgetary limitations.
- Ability to make decisions, recognizing established precedents and practices, and ability to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreational, arts/cultural activities, associates and other employees and departments, and the general public.
- Ability to stimulate staff and volunteers to maintain a high level of quality and creativity in their daily work.